User's Manual

Introduction

The EAA Guest Management System (GMS) is used for:

- Registration
- Accommodation booking
- Information concerning travel

On the administration side the GMS is also the basic tool for hotel room allocation, accreditation control and approval as well as for the printout of the accreditation cards.

Please note, that a hotel booking for accompanying person should be done on the main form by choosing „sharing a room with". If you do not wish to share a room – please make the registration separately.

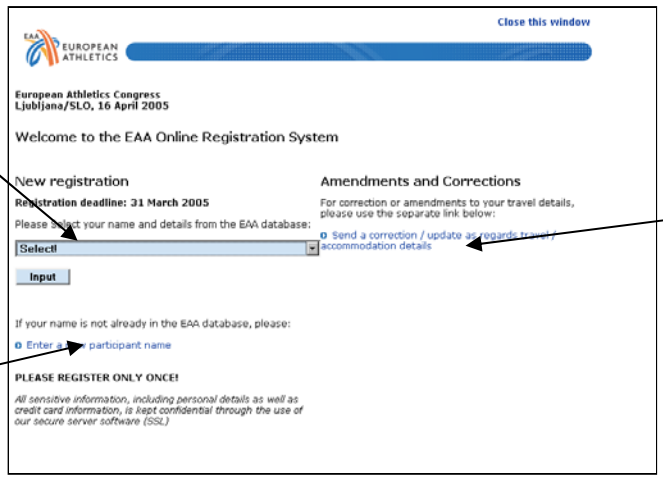
Access

The access to the GMS is through the web, on a specific address provided by the EAA. This page is password protected and all connections are on SSL level (safe for credit card information).

First step (entry page)

Select an existing data set out of the EAA address database

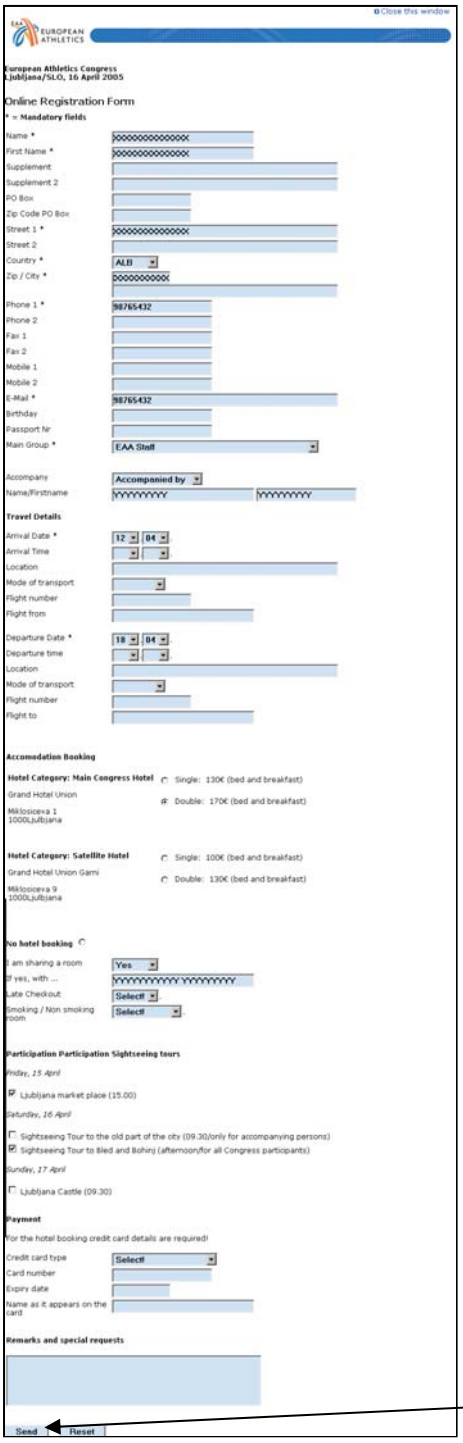
Enter a new contact


Close this window
EUROPEAN ATHLETICS
European Athletics Congress
Ljubljana/SLO, 16 April 2005
Welcome to the EAA Online Registration System
New registration
Registration deadline: 31 March 2005
Please select your name and details from the EAA database:
Select!
Input
If your name is not already in the EAA database, please:
Enter a new participant name
PLEASE REGISTER ONLY ONCE!
All sensitive information, including personal details as well as credit card information, is kept confidential through the use of our secure server software (SSL)
Amendments and Corrections
For correction or amendments to your travel details, please use the separate link below:
Send a correction / update as regards travel / accommodation details

Use the special form for corrections and amendments

User's Manual

Second step (main form)



Personal details
(e.g. country)

Accreditation Group
Accompanying Person

Travel details

Hotel booking

Sightseeing Tour Booking

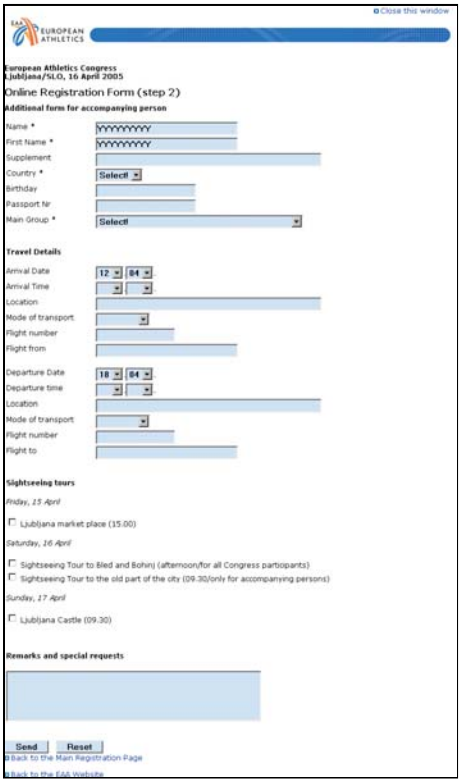
Payment Details (Credit Card)

SEND Button (to finalise the entry)

User's Manual

Second step (additional form for accompanying person)

Please note, that a hotel booking for accompanying person should be done on the main form.



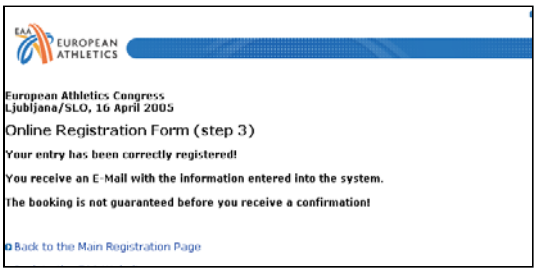
Personal details (e.g. country)

Accreditation Group

Travel details

Sightseeing Tour Booking

Third step (confirmation of completed process)


European Athletics Congress
Ljubljana/SLO, 16 April 2005
Online Registration Form (step 3)
Your entry has been correctly registered!
You receive an E-Mail with the information entered into the system.
The booking is not guaranteed before you receive a confirmation!
Back to the Main Registration Page

This page confirms that the registration has been correctly made

E-Mail receipt

An E-mail will be automatically sent to you.

Important: This is only a confirmation that the registration process was successful.
The confirmation of your hotel booking will be sent separately by the LOC.

E-Mail template:

Your entry into the EAA GMS - European Athletics Congress, Ljubljana 2005

You entered the following travel, accommodation and accreditation information for:

XXXXXXXXXXXXXX XXXXXXXXXXXXXX
ALB

Address: XXXXXXXXXXXXXX XXXXXXXXXXXXXX

Phone:
Fax:
Mobile:
E-Mail: nrussi@mediasprint.ch
Birthday:
Passport Nr:

Group: EAA Staff

Accompanied by YYYYYYYYY YYYYYYYYY

Arrival Date/Time: 12.04. :
Arrival in:
Travel:
Flight: from

Departure Date/Time: 18.04. :
Departure from:
Travel:
Flight: to

Accommodation
Hotel: Grand Hotel Union
Roomtype: Double
Room share: Yes
with: YYYYYYYYYY YYYYYYYYY
Late checkout:

Booked Sightseeing: 2005-04-15 Ljubljana market place
2005-04-16 Sightseeing Tour to Bled and Bohinj

Remarks: